Federal Funding Accountability and Transparency Act (FFATA)

Sub-award Reporting System (FSRS)

QUICK REFERENCE GUIDE:

HOW TO SUCCESSFULLY COMPLETE A BATCH UPLOAD FOR GRANTS SUB-AWARD REPORTING

Revision Sheet

Document Number	Date	Revision Description
1.0	06/28/2011	Initial version
1.1	06/29/2011	Added Error List as Appendix C

How to Successfully Complete a Batch Upload

- **This quick reference guide pertains to:**
  Instructions on how to create, submit, and correct errors when using the batch upload process to submit sub-award reports in FSRS. This module will provide step-by-step guidance outlining the necessary actions required to successfully accomplish this process in the system. This module addresses the data elements specific to the grants sub-award reporting requirements.

- **Who should be using this tutorial?**
  Prime awardees responsible for submitting FFATA sub-award reports on behalf of their organization.

- **Why is this tutorial important?**
  Prime awardees are required to submit their sub-award data using FSRS. If an awardee wants to submit sub-award reports for more than one prime contract or grant at a time, they can use the FSRS batch upload process or establish an XML web service with FSRS. The batch upload functionality allows organizations to submit sub-award activity for more than one prime award at a time. However, when using the batch upload method, no more than 250 records should be submitted under one file to avoid being timed out by the system. This tutorial is designed to navigate the user seamlessly through the batch upload process and to provide useful tips on managing theses reports.

- **How long will this tutorial take me?**
  This tutorial will take approximately twenty (20) minutes to review. However, when a user is actually processing sub-award reports, it may take longer depending on the number of reports being submitted at a time. The data for each report being submitted must be manually entered on the excel spreadsheet created for that submission.

- **What is the expected outcome of this process?**
  Upon completing this process, the user will understand the batch upload process and how to submit sub-award reports using this method.

- **How does this module fit into the overall FSRS business process?**
  The user will understand the details and functionality of how to create, submit and manage sub-award reports using the batch upload process described in this section. This module assumes the user has registered in FSRS and knows how to log into the system.

Task 1 – Create a Batch Upload File

1. Log into the system at FSRS.gov as an Awardee.

2. On the FSRS home page, select the [Create/Review Reports] navigation link.
   - Screen will advance to the next step of the process
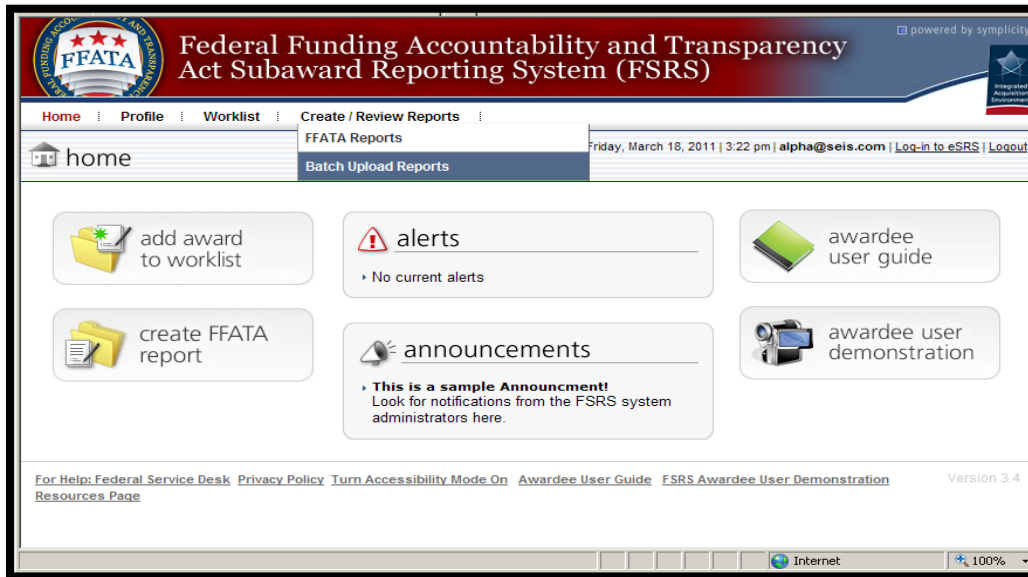
3. A drop down menu will appear.

4. Select [Batch Upload Reports].
   - The system automatically advances to the Batch Upload Reports screen.

Federal Funding Accountability and Transparency
Act Subaward Reporting System (FSRS)

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Home | Profile | Worklist | Create / Review Reports

batch upload reports

Tuesday, June 21, 2011 | 5:23 pm | memi@spares.com | Log-in to eSRS | Logout

Batch Upload Reports | Logs

Instructions:

Please choose the report type that you would like to batch upload and choose whether you are using the Excel or XML templates. The data must match the template exactly for the import to process correctly.

Excel: Please specify the field delimiter in your data file. The template provided is in excel format; after populating the template, you MUST save the file in Commas Separated (.csv) or Tab Delimted format by clicking "save as" and choosing one of the specified formats.

If your FFATA report contains more than one set of subcontractor/subawardee data, you MUST specify the additional subcontractor/subawardees in the immediate rows following the row that contains the report data. In these rows, you must specify the contract number (and reference number if applicable) if filing for contracts OR Award ID (FAIN) if filing for grants AND the relevant reporting period to ensure that the sub data is added to the correct report; you may leave all other columns empty except for the subcontractor/subawardee data specific fields for these rows.

XML: You may also submit one or more FFATA reports using either the contracts or grants XML template below. Click Here to view the schema.

The XML/Excel template files shown below are designed for use within FSRS interface (meaning to be used from this screen when doing a batch import). Please see "Resources Page" documents "Report Submission Web Services Technical Documentation (Contracts)" and "Report Submission Web Services Technical Documentation (Grants)" for XML samples for use with web services.

Note: If a report is uploaded via batch imports, the system will also pull in report data from FPDS-NG and FAADS + data feeds to complete elements of the report. FSRS will draw from FPDS-NG / FAADS+ data feeds first, and then use uploaded data, if not found in the source data feeds.

Templates

- View FFATA (Contracts) Excel Template
- View FFATA (Grants) Excel Template
- View FFATA (Contracts) XML Sample File
- View FFATA (Grants) XML Sample File

[Upload Reports]

Report Upload Settings

* indicates a required field

Report Type*: [▼]

Template*: [▼]

[Upload Reports]

For Help: Federal Service Desk Privacy Policy Turn Accessibility Mode On Awardee User Guide FSRS Awardee User Demonstration Resources Page   Version 3.4

5. On-screen instructions are provided to the user on how to prepare a report submission using either an Excel template or an XML template.

6. To prepare a Batch Upload using the Excel template, you must first download the appropriate FFATA Excel Template:
   a. Under the Templates heading in the instructions box, place cursor on the link for either View FFATA (Contracts) Excel Template or View FFATA (Grants) Excel Template and click on your choice. For this module, select the grants template.
   b. A file download message box will appear asking "Do you want to open or save this file?"
   c. Select [Open]
      - The system will open an Excel spreadsheet in a new window.
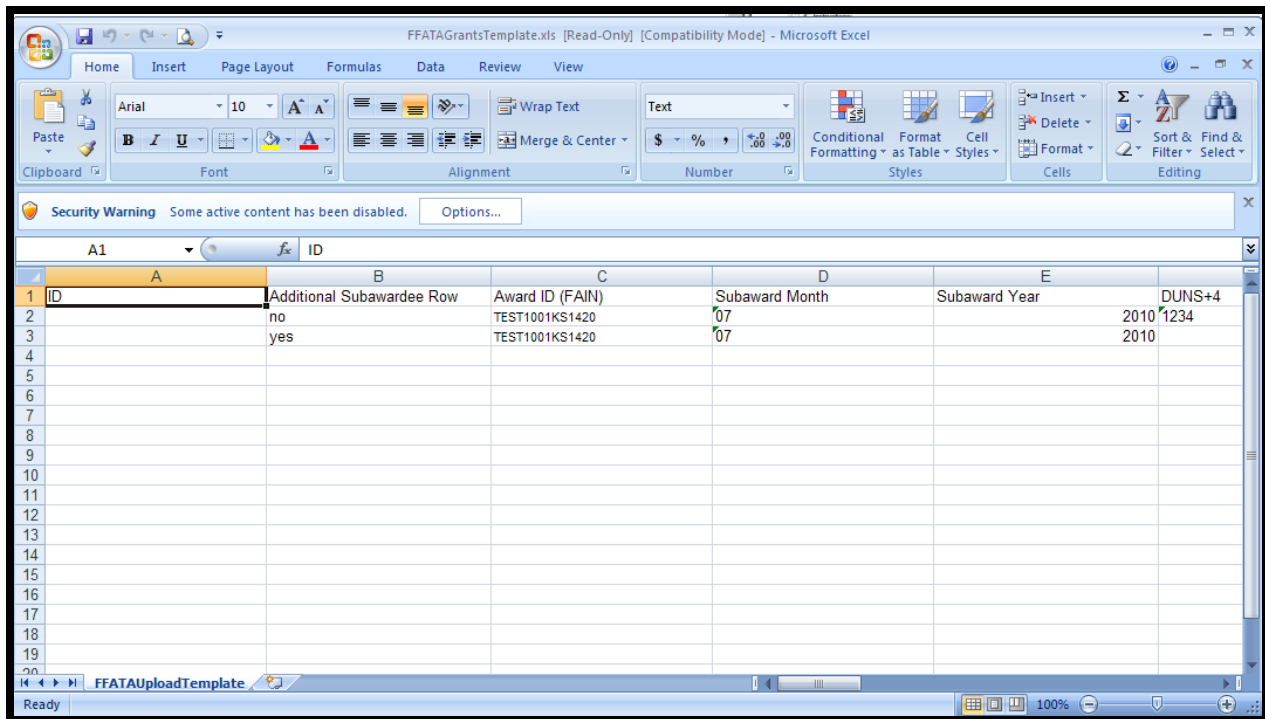
7. Once the Excel spreadsheet opens, you must follow these instructions in order to successfully submit your sub-award data to FSRS using the batch upload method:

   a. Delete all the sample data except for the Column Headers in Row 1.

   b. Begin entering your sub-award data by prime award number. <u>Remember</u>, the system processes the data submitted by month and by prime award number. An FSRS sub-award report consists of all sub-awards made against a given prime award in a given month. You cannot submit more than one sub-award report for a given prime award in a given month. This is easy to see in the on-line web user interface but harder to envision using the Batch Upload template.

   c. The Batch Upload template assumes a familiarity with the required data elements in FSRS. In the FFATA (Grants) Excel template, **Columns B-M** refer to your prime award information, while **Columns N-Z** refer to information about the sub-award your organization made against the prime award. You can reference the data format table at the end of this guide for the specifics, but here are general tips for each column by header label:

Column Header	Note	Your Action
ID	ID field refers to the URL ID assigned to each sub-award report when it has been submitted. This is a unique identifier and will allow you to make edits to the sub-award report. These edits will **<u>overwrite</u>** the previous data. When	This field should be left blank unless you are resubmitting edits for a

Column Header	Note	Your Action
	submitting edits ensure all the data is both complete and correct, i.e. every field that is required contains the correct information. This function can only be used if the report has been "Reopened for edits" within FSRS. The URL ID is found at the end of the URL following the id= marker. For example, if the URL for your sub-award report is: https://fsrs-test.symplicity.com/index?s=manager_grants&_mode=_form&id=5a5f27d792a755d7d068f91e1ace900a, the URL ID is: **5a5f27d792a755d7d068f91e1ace900a**	previously submitted sub-award report.
Additional SubAwardee Row	The first row for any sub-award report should always be marked "No" as this is the beginning of the sub-award report, i.e. this row contains the data for the first sub-awardee for this prime award. If you have more than one subawardee in your report, each additional row entered after the first row should have the "Additional Subawardee Row" marked as "Yes". If you enter information for more than one prime award, you tell the system to start a new sub-award report by entering "No" for the first sub-award row in the new sub-award report.	Mark the first sub-award row "No" and any additional sub-award rows "Yes."
Award ID (FAIN)	This is the Federal Award Identifier Number (FAIN) for the prime grant award.	Enter the award ID.
Subaward Month	This field should reflect the Reporting Month of the report being submitted. Use two digit numbers for the month: 01 - January; 02 - February; 03 - March; 04 - April; 05 - May; 06 - June; 07 - July; 08 - August; 09 - September; 10 - October; 11 - November; 12 – December	Enter the two digit month value.
Subaward Year	This field should reflect the Reporting Year of the report being submitted.	Enter the four digit year value.
DUNS+4	If your organization has a +4 value for your DUNS number to indicate specific payment locations within your organization as registered	Enter the four digit DUNS+4 value.

Column Header	Note	Your Action
	in CCR, you would note it here. This is not a required field but should be provided if applicable.	
POP City	This field should reflect the city in which the prime award place of performance occurs.	Enter the name of the city.
POP State	This field should reflect the state in which the prime award place of performance occurs. If the POP is a foreign location, enter 'Non-US.'	Enter the two-digit state abbreviation or 'Non-US' for a foreign location.
POP Zip+4	This field should reflect the ZIP+4 in which the prime award place of performance occurs. **This MUST be a 9 digit zip code. This field populates the Congressional District for the POP and must be complete so that the report will not be rejected. If your report is rejected for ZIP+4, recheck that your 9 digit zip code is correct. You can go to www.house.gov and enter the 9 digit zip code into their zip code search field on the homepage and if it is valid it will return a congressional district. If it returns a congressional district and you still received this warning contact the Federal Service Desk (www.fsd.gov) for support.**	Enter the nine digit zip code. (Not required if 'non-US' is entered for state.)
POP Country	This field should reflect the country in which the prime award place of performance occurs. If you plan to enter anything other than "US" or "United States" as a country value, you must enter "Non-US" for the corresponding State value. By entering "Non-US" as the State value, the Zip+4 and Congressional District become non-required fields. Refer to "Appendix B - FSRS Country List" at the end of this document for acceptable country values. The country name must be entered exactly as shown in Appendix B.	Enter the valid Country name.
Compensation Q1	Answer the question," In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity	Enter 'Yes' or 'No.'

Column Header	Note	Your Action
	to which this specific CCR record, represented by a DUNS number, belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?" If you respond 'Yes,' you must provide a response to Compensation Q2.	
Compensation Q2	Answer the question, "Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?" You only need to answer this if you responded 'Yes' to Compensation Q1. Answer 'Yes' or 'No.' If you answer 'Yes,' you do not have to provide additional information. If you answer 'No,' you must provide the names and amounts of the five most highly compensated executives of your organization.	Enter 'Yes' or 'No.'
Top Employer Compensation	If you answered 'No' to Compensation Q2, then provide the name and total compensation for the five (5) most highly compensated executives in your business or organization (the legal entity to which this DUNS number is assigned). Enter the five names as a text string with the name and total compensation separated by a colon and each executive separated by a semicolon. Name1:Amount1;Name2:Amount2;Name3:Amount3;Name4:Amount4;Name5:Amount5	Enter the five names as a text string with the name and total compensation separated by a colon and each entry separated by a semicolon.

Column Header	Note	Your Action
	i.e. John Doe:1000000;Mary Smith:950000;Eric Jones:800000;Todd Smith:600000;Sally Shoes:500000	
Sub DUNS#	Enter the nine (9) digit DUNS number for the sub-awardee. NOTE: make sure this column is set as a text field so any DUNS numbers beginning with zero maintain their leading zeros when the file is later converted to a .csv file.	Enter the nine digit DUNS number.
Sub DUNS+4	If the sub-awardee has a +4 value for their DUNS number to indicate specific payment locations within their organization as registered in CCR, you would note it here. This is not a required field but should be provided if applicable.	Enter the four digit DUNS+4 value.
Sub POP City	This field should reflect the city in which the sub-award place of performance occurs.	Enter the name of the city.
Sub POP State	This field should reflect the state in which the sub-award place of performance occurs.	Enter the two-digit state abbreviation or 'Non-US' for a foreign location.
Sub POP ZIP+4	This field should reflect the ZIP+4 in which the sub-award place of performance occurs. **This MUST be a nine (9) digit zip code. This field populates the Congressional District for the POP and must be complete so that the report will not be rejected. If your report is rejected for ZIP+4, recheck that your 9 digit zip code is correct. You can go to www.house.gov and enter the 9 digit zip code into their zip code search field on the homepage and if it is valid it will return a congressional district. If it returns a congressional district and you still received this warning contact the Federal Service Desk (www.fsd.gov) for support.**	Enter the nine digit zip code. (Not required if 'non-US' is entered for state.)
Sub POP Country	This field should reflect the country in which the sub-award place of performance occurs.	Enter the valid Country name.

Column Header	Note	Your Action
	If you plan to enter anything other than "US" or "United States" as a country value, you must enter "Non-US" for the corresponding State value. By entering "Non-US" as the State value, the Zip+4 and Congressional District become non-required fields. Refer to "Appendix B - FSRS Country List" at the end of this document for acceptable country values. The country name must be entered exactly as shown in Appendix B.	
Sub Amount	This field reflects the amount of the sub-award your organization made to the sub-awardee.	Enter the sub-award amount.
Subaward Date	This is the date the sub-award was made in YYYY-MM-DD format. Please note, this field must be formatted as a text field for the date formatting to be retained when the file is converted to a .csv file.	Enter the date.
Subaward Project Description	Provide a concise, narrative description of the sub-award's purpose. Please note, as with all information provided in FSRS about your sub-award, this will be displayed to the public on USAspending.gov, so be clear and complete.	Enter the project description.
Subaward Number	This field represents the sub-award number your organization gave to this subaward.	Enter the number.
Sub Compensation Q1	Answer the question, "As provided to you by your sub-awardee, in your sub-awardee's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?" If you respond 'Yes,' you must provide a response to Sub Compensation Q2.	Enter 'Yes' or 'No.'

Column Header	Note	Your Action
Sub Compensation Q2	Answer the question, "As provided to you by your sub-awardee, does the public have access to information about the compensation of the executives in the sub-awardee's business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?" You only need to answer this if you responded 'Yes' to Sub Compensation Q1. Answer 'Yes' or 'No.' If you answer 'Yes,' you do not have to provide additional information. If you answer 'No,' you must provide the names and amounts of the five most highly compensated executives of the sub-awardee's organization.	Enter 'Yes' or 'No.'
Sub Top Employer Compensation	If you answered 'No' to Sub Compensation Q2, then provide the name and total compensation for the five (5) most highly compensated executives in the sub-awardee's business or organization (the legal entity to which this DUNS number is assigned). Enter the five names as a text string with the name and total compensation separated by a colon and each executive separated by a semicolon. Name1:Amount1;Name2:Amount2;Name3:Amount3;Name4:Amount4;Name5:Amount5 i.e. John Doe:1000000;Mary Smith:950000;Eric Jones:800000;Todd Smith:600000;Sally Shoes:500000	Enter the five names as a text string with the name and total compensation separated by a colon and each entry separated by a semicolon.

d. Once you have entered all required data about your sub-awards, and checked the spreadsheet for accuracy, save a copy of the file in its Excel format so you have this available to make any changes should the report be rejected or require updating.

e. Next, save another copy of the file using the Save As option:
- Tip: When naming your file, we suggest including the reporting month/year within the file name to easily identify the file in the future.
- Save as type CSV Comma Delimited (.csv) or Tab Delimited.

Task 2 – Submit a Batch Upload File

1. Within FSRS, go back to the Batch Upload Reports screen and fill in the correct Report Upload Settings:
   a. Report Type: FFATA Reports (Grants)

   b. Template: Excel (CSV/Tab Delimited)

   c. Delimiter: Comma Separated(CSV) or Tab Delimited

   d. Data File: Click [Browse] and navigate to your .csv file to upload. Select it.
   e. Click the [Upload Reports] button.

2. Once you have clicked the [Upload Reports] button the system will begin to extract the data from the CSV file and begin checking the data across multiple resources for accuracy. For further information on this please refer to the Data Definitions Document for Grants found on the Resources Page of the FSRS System.

3. Once the system has finished processing the CSV file, you will see a box to the right that shows how many rows were uploaded into the system. If data was incorrect only that grant sub-award report will not be uploaded. The system will provide you with an Error Report which can be viewed and it will show exactly which rows were not uploaded and what error stopped the upload for each row. See Appendix C for an explanation of potential errors.

4. If you had errors; go back to your EXCEL File and make the necessary changes to correct the information. Save over the previous EXCEL file and then create a new CSV File. Please note, if you submit the entire CSV file again, the rows that were uploaded successfully will return an error that the report was not uploaded because a report for Month/Year already exists. You want to ensure that the rows for the report that were *rejected* the first time are successfully uploaded into the system.

Task 3 – Re-open a Submitted Report to Edit Using Batch Upload

1. Log into FSRS

2. Locate the FFATA sub-award report (by Award ID / FAIN) for the month in question.

3. View the report. Select the [Reopen to Edit Report] button on the upper right of the screen.
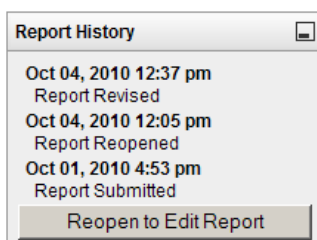
4. Locate the URL ID assigned to the report. It is the data string following &id= in the URL of the reopened report. For example:

URL:
https://fsrs-test.symplicity.com/index?s=manager_contracts&_mode=_form&id=5a5f27d792a755d7d068f91e1ace900a

URL ID: 5a5f27d792a755d7d068f91e1ace900a

5. Repeat Step 2 & 3 for all the FAINs in your batch upload spreadsheet that you want to edit.

6. Go to the Batch Upload screen.

7. Follow the instructions for Creating a Batch Upload above (see Task 1). Do not forget to put the URL ID in the ID field for each report.

8. Submit the new Batch Upload file following the instructions for Submitting a Batch Upload above (Task 2).

9. If it passes the validation checks inherent in the system, this will overwrite the existing reports and be sent to USAspending in the next nightly update.

Appendix A - FFATA (Grants) Excel Template Format Table

Header Name	Field Format	Data Format	Required	Description
GRANTS				
ID[1]	Text	See Footnote 1	No	See Footnote 1
Additional Subawardee Row	General	Yes/No	Yes	Enter No to begin the sub-award report and 'Yes' for each row created to add additional subawardee information to that Grant Sub-award Report
Award ID(FAIN)	General	04000B178L45E1	Yes	Grant Award number assigned by the Federal awarding agency
Subaward Month	General	Jan – 01 Feb – 02 Mar – 03 April – 04 May – 05 June – 06 July – 07 Aug – 08 Sept – 09 Oct – 10 Nov – 11 Dec – 12	Yes	The month of the reporting period
Subaward Year	General	2012	Yes	Year of the reporting period
DUNS +4	Text	1234	No	
POP City	General	Arlington	Yes	
POP State	General	VA	Yes	
POP Zip +4	Text	222090000	Yes	
POP Country	General	US	Yes	See Appendix B
Compensation Q1	Text	Yes/No	Yes	If "Yes," you must answer Q2
Compensation Q2	Text	Yes/No	Conditional	Conditional, must answer if "Yes" is selected on Q1 above

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[1] The ID field refers to the URL ID assigned to each submitted sub-award report. This is a unique identifier and will allow you to make edits to a previously submitted report. These edits will **overwrite** the data so ensure all of the data is complete and every field that is required contains the correct information. This function can only be used if the report has been "Reopened to Edit."

Top Employer Compensation	Text	Name:Amount Ex: John Doe:1000000;Mary Smith:950000;Eric Jones:800000;Todd Smith:600000;Sally Shoes:500000	Yes	Names and total compensation of the Top 5 highly compensated officials of the awardee organization
Sub DUNs #	Text	987654321	Yes	
Sub POP City	Text	Alexandria	Yes	
Sub POP State	Text	VA	Yes	
Sub POP Zip + 4	Text	222090000	Yes	
Sub POP Country	Text	US	Yes	See Appendix B
Sub Amount	General	500900.25	Yes	Sub-award Amount
Subaward Date	Text	2011-01-05	Yes	Date sub-award was made (YYYY-MM-DD)
Subaward Project Description	General	This is a text field.	Yes	Reflects the purpose of the sub-award
Subaward Number	General	XX-XX-XXX	Yes	Number assigned to the sub-award
Sub Compensation Q1	General	Yes/No	Yes	If "Yes," you must answer Q2
Sub Compensation Q2	General	Yes/No	Conditional	Conditional, must answer if "Yes" is selected on Q1 above
Sub Top Employer Compensation	General	Name:Amount Ex: John Doe:1000000;Mary Smith:950000;Eric Jones:800000;Todd Smith:600000;Sally Shoes:500000	Yes	Names and total compensation of the Top 5 highly compensated officials of the sub-awardee organization

Appendix B – FSRS Country Name Table

Country Name	Country Name	Country Name
United States	Canada	Afghanistan
Albania	Algeria	American Samoa
Andorra	Angola	Anguilla
Antarctica	Antigua and Barbuda	Argentina
Armenia	Aruba	Australia
Austria	Azerbaijan	Bahamas
Bahrain	Bangladesh	Barbados
Belarus	Belgium	Belize
Benin	Bermuda	Bhutan
Bolivia	Bosnia and Herzegovina	Botswana
Bouvet Island	Brazil	British Indian Ocean Territory
Brunei Darussalam	Bulgaria	Burkina Faso
Burundi	Cambodia	Cameroon
Cape Verde	Cayman Islands	Central African Republic
Chad	Chile	China
Christmas Island	Cocos (Keeling) Islands	Colombia
Comoros	Congo	Congo, The Democratic Republic Of The
Cook Islands	Costa Rica	Cote D'Ivoire
Croatia	Cuba	Cyprus
Czech Republic	Denmark	Djibouti
Dominica	Dominican Republic	East Timor
Ecuador	Egypt	El Salvador
Equatorial Guinea	Eritrea	Estonia
Ethiopia	Falkland Islands (Malvinas)	Faroe Islands
Fiji	Finland	France
French Guiana	French Polynesia	French Southern Territories
Gabon	Gambia	Georgia
Germany	Ghana	Gibraltar
Greece	Greenland	Grenada
Guadeloupe	Guam	Guatemala
Guinea	Guinea-bissau	Guyana
Haiti	Heard Island and Mcdonald Islands	Holy See (Vatican City State)
Honduras	Hong Kong	Hungary
Iceland	India	Indonesia
Iran, Islamic Republic Of	Iraq	Ireland
Israel	Italy	Jamaica
Japan	Jordan	Kazakhstan
Kenya	Kiribati	Korea, Democratic People's Republic Of

Korea, Republic Of	Kuwait	Kyrgyzstan
Lao People's Democratic Republic	Latvia	Lebanon
Lesotho	Liberia	Libyan Arab Jamahiriya
Liechtenstein	Lithuania	Luxembourg
Macau	Macedonia, The Former Yugoslav Republic Of	Madagascar
Malawi	Malaysia	Maldives
Mali	Malta	Marshall Islands
Martinique	Mauritania	Mauritius
Mayotte	Mexico	Micronesia, Federal States Of
Moldova, Republic Of	Monaco	Mongolia
Montenegro	Montserrat	Morocco
Mozambique	Myanmar	Namibia
Nauru	Nepal	Netherlands
Netherland Antilles	New Caledonia	New Zealand
Nicaragua	Niger	Nigeria
Niue	Norfolk Island	Northern Mariana Islands
Norway	Oman	Pakistan
Palau	Palestinian Territory, Occupied	Panama
Papua New Guinea	Paraguay	Peru
Philippines	Pitcairn	Poland
Portugal	Puerto Rico	Qatar
Reunion	Romania	Russian Federation
Rwanda	Saint Helena	Saint Kitts and Nevis
Saint Lucia	Saint Pierre and Miquelon	Saint Vincent And The Grenadines
Samoa	San Marino	Sao Tome and Principe
Saudi Arabia	Senegal	Seychelles
Sierra Leone	Singapore	Slovakia
Slovenia	Solomon Islands	Somalia
South Africa	South Georgia And The South Sandwich Islands	Spain
Sri Lanka	Sudan	Suriname
Svalbard and Jan Mayen	Swaziland	Sweden
Switzerland	Syrian Arab Republic	Taiwan, Province Of China
Tajikistan	Tanzania, United Republic Of	Thailand
Togo	Tokelau	Tonga
Trinidad And Tobago	Tunisia	Turkey
Turkmenistan	Turks And Caicos Islands	Tuvalu
Uganda	Ukraine	United Arab Emirates
United Kingdom	United States Minor Outlying Islands	Uruguay
Uzbekistan	Vanuatu	Venezuela

Viet Nam	Virgin Islands, British	Virgin Islands, U.S.
Wallis and Futuna	Western Sahara	Yemen
Yugoslavia	Zambia	Zimbabwe
Ashmore and Cartier Islands	Baker Island	Bassas Da India
Burma	Coral Sea Islands	Europe Islands
Federate States of Micronesia	Gaza Strip	Glorioso Islands
Guernsey	Howland Island	Jan Mayen
Juan De Nova Island	Kingman Reed	Isle of Man
Midway Islands	Navassa Island	Palmyra Islands
Serbia	Spratly Islands	Tromelin Island
Trust Territory of the Pacific	Wake Island	West Bank

Appendix C – Batch Upload Error Messages

Error Messages (General)	Explanation
File uploaded cannot be in excel or binary format. You must save the file in either .CSV or Tab Delimted (.txt) format	File should be saved as a .csv or tab delimited file type
Uploaded file cannot be opened. Please check the file and try again.	Ensure file format is correct and that the file is not corrupt
Report Already Exists - Status: Submitted	Report already exists for the Contract or Grant for the reporting period entered on the report
Report Exists - Created By Different user	Report already exists under a different user account
No Matching Report Found On report_id, ignoring field	If the "ID" field has been supplied then no report was found in order to update report
For prime awardee address, you must select a country other than the United States if State is Non-US.	Ensure that the correct State has been entered; if Non-U.S. ensure that the correct country name has been entered
For principal place of performance, you must select a country other than the United States if State is Non-US.	Ensure that the correct State has been entered; if Non-U.S. ensure that the correct country name has been entered
Congressional District could not be validated/matched from the provided address and zip+4.	Ensure that the Zip+4 provided is correct if it is not correct ensure that the correct value is entered both in the report as well as in USAspending.gov or FPDS-NG.

Error Message (Grants Data Elements)	Explanation
The additional subawardees data in row X did not match the preceding report's grant and reporting period.	Indicates which rows in the spreadsheet contained invalid data
Award ID (FAIN) not found	Award FAIN is incorrect. Check with USAspending.gov to ensure the grant has been properly entered into their system and that it is marked as having to be reported on
The grant does not require FFATA reporting because the total federal funding amount is less than $25,000 or the obligation/action date is less than 2010-10-01 00:00:00/	Award Grant does not meet the requirements for reporting
The selected grant is no longer active or has been deleted.	The Award is no longer eligible for reporting
Award ID (FAIN) is required	Award ID (FAIN) is required
POP City is required	POP City is required
POP State is required	POP State is required
POP Country is required	POP Country is required
POP Zip+4 is required	POP Zip+4 is required
Compensation Q1 is required	Compensation Q1 is required
Compensation Q2 is required	Compensation Q2 is required
Sub DUNS # is required	Sub DUNS # is required
Sub POP City is required	Sub POP City is required
Sub POP State is required	Sub POP State is required
Sub POP Country is required	Sub POP Country is required
Sub POP Zip+4 is required	Sub POP Zip+4 is required
Subaward Number is required	Subaward Number is required
Subaward Date is required	Subaward Date is required

Subaward Project Description is required	Subaward Project Description is required
Sub Amount is required	Sub Amount is required
Sub Compensation Q1 is required	Sub Compensation Q1 is required
Sub Compensation Q2 is required	Sub Compensation Q2 is required
Federal Agency ID is required	Data should be auto populated. Problem would need to be corrected at the source.
Federal Agency Name is required	Data should be auto populated. Problem would need to be corrected at the source.
Awardee Name is required	Data should be auto populated. Problem would need to be corrected at the source.
Awardee Address Street is required	Data should be auto populated. Problem would need to be corrected at the source.
Awardee Address City is required	Data should be auto populated. Problem would need to be corrected at the source.
Awardee Address State is required	Data should be auto populated. Problem would need to be corrected at the source.
Awardee Address Country is required	Data should be auto populated. Problem would need to be corrected at the source.
Awardee Address Zip+4 is required	Data should be auto populated. Problem would need to be corrected at the source.
Total Federal Funding Amount is required	Data should be auto populated. Problem would need to be corrected at the source.
Obligation/Action Date is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Awardee Name is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Awardee Address Street is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Awardee Address City is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Awardee Address State is required	Data should be auto populated. Problem would need to be corrected at the source.
Sub Awardee Address Country is required	Data should be auto populated. Problem would need to be corrected at the source.
For Subawadee address, you must select a country other than the United States if State is Non-US.	If Non-U.S. is selected for Country the Country name needs to be entered
For Subawardee principal place of performance, you must select a country other than the United States if State is Non-US.	If Non-U.S. is selected for Country the Country name needs to be entered
Subaward Month is required. expecting 2 digit month (i.e. 01 for January, 10 for October)	Subaward Month is required
Subaward Year is required. expecting 4 digit year.	Subaward Month is required
Top Employer Compensation - fullname and amount are required for all 5 top pay employees.	Applicable only if Compensation Q1 is yes and Compensation Q2 is no
Sub Top Employer Compensation - fullname and amount are required for all 5 top pay employees.	Applicable only if Sub Compensation Q1 is yes and Sub Compensation Q2 is no
Subawardee Information is required	Subawardee Information is required
The Report Month Date cannot be in the future	You cannot report on future month's, all reports submitted should be for a previous month
Report Month must be greater than or equal to OCT-2010	Report Month must be greater than or equal to OCT-2010
A FFATA report for this grant and reporting month: [report_month] already exists in the system.	The Grant has already had a report submitted for the month/year that has been entered
Parent DUNS # of Awardee must be exactly 9 digits.	Parent DUNS # of Awardee must be exactly 9 digits.

Subaward Date for subawardee: (XXXXXXXXX) is not valid (Expecting YYYY-MM-DD Format)	Ensure date is in (YYYY-MM-DD)
Top Employer Compensation: amount must contain only digits and not exceed 12 digits	Top Employer Compensation: amount must contain only digits and not exceed 12 digits
Sub Top Employer Compensation: amount must contain only digits and not exceed 12 digits	Sub Top Employer Compensation: amount must contain only digits and not exceed 12 digits
The subawardee DUNS number does not match any active record in either the Central Contractor Registry (CCR) or the Dun & Bradstreet (D&B) databases. Per 2CFR Chapter I Part 25 and the Office of Management and Budget guidance on FFATA Subaward and Executive Compensation Reporting issued on August 27, 2010, each prime grant recipient may make subawards only to entities that have DUNS numbers. While you can ignore this error and continue entering other information, you must provide a valid DUNS number for your subawardee in order to complete and submit this report. FSRS will not allow you to submit the report without a valid subawardee DUNS number. Please go to fedgov.dnb.com/webform or call 866.705.5711 to lookup or request a DUNS record from D&B.	Sub Awardee DUNs does not match what has been reported in USAspending. Check to ensure correct DUNs is being used.
Sub DUNS # must be exactly 9 digits	Sub DUNS # must be exactly 9 digits
Sub Parent DUNS # must be exactly 9 digits	Sub Parent DUNS # must be exactly 9 digits
Sub Amount must contain only numbers and up to 2 decimal places (18 digits plus cents)	Sub Amount must contain only numbers and up to 2 decimal places (18 digits plus cents)
Another awardee has already added this grant to their worklist as prime.	The prime awardee has already reported on this award. If you are the prime awardee you will need to contact FSD Support.